

## PROFESSIONAL IMPROVEMENT PLAN

ROBERTO DEL RIOS  
ASPIRA, INC. OF NEW JERSEY  
September 1, 1996 - June 30, 1997

AREA OF DEVELOPMENT	ACTIVITY	TIMELINE	MEASUREMENT
<b>Fundraising -</b>  Will raise \$70,000 in new unrestricted grants from corporate, foundation and individual sources. Goal (E.D.) by April 1, 1997 is have received \$30,000. \$20,000 of the total is to be raised by the Board. \$50,000 to be raised by the Exec. Dir.  Will research smaller corporations in areas where ASPIRA has a presence.  Increase the accountability of the Proposal writer.  Will raise \$4,000 from individual contributions (direct gifts and United Way Donor Choice option).	1) Approach (written, phone or personal) new funding sources as per the top corporate 100 in New Jersey. Four new request per month.	Oct - June, 1997	Submission of monthly reports.
	2) Approach smaller business operations for funding. Including top latino owned businesses in NJ. Two approaches per month.	Oct - June, 1997	Report will be submitted monthly.  Actual new money received.
	3) Continue to meet and document Bi-weekly meetings with the Proposal writer. Provide written feedback as per meetings and submission of monthly reports.	Effective Immediately and ongoing	The number of written feedback reports to the Proposal Writer.
	4) Small direct mail campaign before Christmas (goal=\$1,000)	Dec, 1996	Total number of mailed pieces and amount of money received.
	5) Serve as a speaker for the United Way Campaign.	By Nov, 1996	Total number of speaking engagements.

## AREA OF DEVELOPMENT


## ACTIVITY

## TIMELINE

## MEASUREMENT

<b>Fiscal and budget management</b>	Installation of Fund Accounting computer software	Jan, 1997	Installed software and training of the fiscal officer completed by April, 1997
Will improve the efficiency of the fiscal office.	Bi-weekly meeting with Fiscal Officer. To review budget and expenditures.	Effectively immediately - ongoing	Budget modification made and funding sources' approval
Will increase cash flow. * increase program spending	Review program budget and make modifications accordingly.	Jan, 1997	Financial report will be submitted to the Board of Directors
Will strengthen agency policy on cash disbursement.	Submit quarterly reports to Board of Directors. Comparison of revenue and expenditures	Oct, 1996 Jan, 1997 Apr, 1997	
To project and anticipate financial outcomes. Share areas of interest/concerns to the Board.			

AREA OF DEVELOPMENT	ACTION	TIMELINE	MEASUREMENT
<b>Program Development</b>	To assess staff training needs at all levels.	Dec, 1996	Completed <del>survey</del> and training session <del>scheduled</del> .
Will continue to provide staff development activities.	To arrange for agency wide training at quarterly staff meetings.	Nov, 1996 Mar, 1997	Report submitted to the Board of Directors
Will increase the flow of communication through the program staff.	Schedule quarterly meetings with all program staff.	Oct - June Monthly	Meetings held with minutes on file. ?
Will Discuss and strategize areas to increase employee satisfaction.	Meet with Program Director and dedicate one meeting towards improving employee satisfaction.	December, 1996	Report given to the Board ?
Will continue and improve method of program and staff evaluation.	Attend at least 1 club meeting per school. Collect midyear evaluation of programs completed by students for analysis.	Oct - Feb, 1997 Jan, 1997	Report given to the Board ?
Will increase accountability of Program Directors respective responsibilities.	Submit quarterly feedback reports to Program Directors. That will respond to supervision of staff and program compliance (reporting).	Oct, 1996 Jan, 1997 Apr, 1997 July, 1997	Feed reports completed and submitted to the Programs Director
Offer professional growth opportunities for staff.	Tap into Training opportunities provided by United Way, P.R. Federal Affairs Office and Center for Hispanic Policy R&D.		

AREA OF DEVELOPMENT	ACTIVITY	TIMELINE	MEASUREMENT
<b>Advocacy/Public Relations</b>  Will continue to ensure ASPIRA's presence in areas that directly or indirectly effect the educational development of Puerto Rican/Latino children.  Ensure publication and dissemination of El Clarin and Annual Report  	Attend meetings and participate in task forces/committees that are relevant to the mission of the organization.  Represent ASPIRA at events that impact the Puerto Rican/Latino community  Submit position papers/provide testimony  Forge new collaborations with other community based organizations that compliment ASPIRA's mission.  Delegate staff to submit articles and take photographs of ASPIRA program activities. Forward articles to Ivette Santiago.  Revise and print new Media packets	Effective Immediately-ongoing  ongoing  ongoing  ongoing  By Oct, 96 and May 30, 1997	Meetings attended and reported on.  Events attended  Copies of testimony and position papers submitted  Report given to the Board  Completion and dissemination of El Clarin  Draft copy of the media packet submitted to the Board

AREA OF DEVELOPMENT	ACTIVITY	TIMELINE	MEASUREMENT
<b>Management</b>	Schedule meeting with staff to discuss the personnel policy manual and stress the expected behavior of staff.	Oct 30, 1996	Report will be shared with the Board at the monthly meeting highlighting staff meetings.
Will communicate changes in the new Personnel Policy Manual.			
Will continue to inform staff of internal agency policy changes.	Meet with program directors and other members of the management team to review agency procedures.	Oct - June, 1997 monthly	Documentation of internal agency policy changes.
Will continue and improve management accountability of Program staff.			
Will attend training seminars that focus on Professional Development. *fundraising *evaluation *public relations	Meet privately with Program Directors to offer support and direction in dealing with personnel situation.	monthly	Share! Evaluation!
	Visit ASPIRA Centers on a montly basis	monthly	
	Inquire about training sessions through the NJ Society of Fundraising Executives, the Center for non-profit, the Support Center, United Way, CHP-DCA, ETC.	Ongoing	